

PRIVACY NOTICE - GDPR

Your information

The new General Data Protection Regulation (the "GDPR") came into force on 25 May 2018 and governs how we deal with your information.

This Privacy Notice sets out: (i) how we use your information; and (ii) the new rights you have in relation to your information.

As Members of the Institute, we act as Data Controllers (for the purposes of the GDPR) in relation to the personal data which we process, for instance, about buyers or sellers at auctions.

Information we hold about you

To enable us to ensure the efficient and successful running of an auction, it is necessary for us to hold and process personal information about the buyers and sellers. This may include the following information:

- Name
- Address (residential and/or business)
- Financial details (e.g. bank details)
- How much livestock, private treaty livestock, farm machinery and implements, farm sale items, goods for sale within Frasers Auctions Room are sold for

We may also be required to process additional information about you in order to enable us to appropriately administer your details at the auction.

How we use your information

We may use information about you to administer and operate the smooth running of an auction and/or for the purposes of carrying out the following activities:

- (i) Providing information relating to any accountancy queries raised within 7 years of an auction transaction;
- (ii) Providing information to individual buyers or sellers in relation to an auction (for example, any legal or operational changes);
- (iii) If you request we provide goods or services on your behalf from third party suppliers, these suppliers may require name and address details to supply the goods or service requested
- (iv) Responding to queries raised by individuals;
- (v) Responding to queries from relevant regulatory or UK Government bodies; and
- (vi) Carrying out auction administration tasks.

Our legal basis for using your information

In most cases, we will process your information on the legal basis that it is necessary for (i) accounting practices and requirements; and (ii) the effective running of the auction.

We will also process your information where it is necessary to do so in order for us to comply with any applicable laws or legislation.

How long we will retain your information

The information about you will be retained by us for a standard period of seven years from the most recent auction transaction.

Third parties with whom we share your information

We may need to share your information and information about other individuals with third parties who act on our behalf or provide services to us. Your information will be kept secure at all times and will only be shared with such third parties when necessary. Your information may be disclosed to the following third parties for the following purposes:

- (i) The Financial Adviser or Accountant of the Institute in relation to any accounting requirements;
- (ii) The UK Government or any other public authorities or regulatory authorities if we are obliged to do so by any applicable laws;

Sources of information about you

We may collect information about you directly from you. In addition, we may also collect information about you from: other third parties providing services in connection with the administration and management of the auction. We may also collect information about you from: HMRC and other public authorities; and other auction markets.

If your personal details change at any time, please inform us as soon as possible to ensure that all information held about you remains accurate and up to date.

International data transfers

Please note that there may be instances where it may be necessary for us to transfer your information outside the European Economic Area, e.g. if we use service providers from another country. In these circumstances we shall put in place suitable safeguards to ensure that your information is held securely. If you require further information about the safeguards put in place you can request it from us by contacting us at the address set out below.

Your rights in relation your information

You will have a number of rights in relation to your information which we respect and aim to uphold in everything we do. These include the following:

- (i) you can ask us for a copy of the information we hold about you and a description of how we use that information;
- (ii) if you believe any information we hold on you may be inaccurate or incomplete, and you are unable to correct this information yourself, you can require us to rectify these inaccuracies;
- (iii) you can require us to erase your information in certain limited circumstances;
- (iv) where we process your information using automated means on the basis of your consent or to perform the agreement, you can request that we supply such information to another party;
- (v) you can require us to restrict our use of your information or object to how it is used in certain limited circumstances; and
- (vi) where we process your information on the basis of our legitimate interests, you have the right to object to us processing your information in certain circumstances.

How to contact us

If you have any questions about how we use your information or you wish to contact us about your rights or if you have any complaints about our use of your information, please contact us at:

info@dingwallauctionmart.co.uk OR Dingwall & Highland Marts Limited, Humberston, Bailechaal Road, Dingwall, IV15 9TP, Telephone 01349 863252

We will do our best to answer any question and resolve any complaint to your satisfaction. However, if you feel that we have not resolved your complaint, please note that you have the right to complain to the Information Commissioner's Office.

Please note that this Privacy Notice may be updated from time to time. Any updates will be notified to you in writing.